

REQUIRED TO WITHDRAW APPEAL

 Registrar's Office, Birch Building, room BR230, 2055 Purcell Way, North Vancouver, B.C. V7J 3H5
records@capilano.ca
PLEASE READ CAREFULLY

Students who have been Required to Withdraw from the University may appeal their Required to Withdraw status. Please note that this appeal is subject to the approval of the Registrar.

The Required to Withdraw Policy reads:

Students on Academic Probation will be required to Withdraw (RTW) if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. The RTW notation is listed on the student's permanent record and is noted on the student academic transcript. Students will be RTW for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that subsequent term and will be refunded their fees in full.

Steps:

1. Complete **Part 1** and **Part 2** (continued on the back) and ensure all questions have been answered fully with detail. **Incomplete forms will not be accepted.**
2. Submit this completed form to records@capilano.ca. Requests must be sent from your Capilano webmail address.
3. Ensure that the contact information on file with the Registrar's Office is current and complete as the outcome of this appeal will be mailed to that address.

NOTE: Approved appeals will allow registration in upgrading courses only. Those students wishing to appeal to return to their program of study may do so if extenuating or medical circumstances exist. An additional personal letter explaining the extenuating circumstances and supporting documentation must be submitted with this form.

PERSONAL INFORMATION – PART 1

LEGAL LAST NAME	LEGAL FIRST NAME	STUDENT NUMBER
PHONE NUMBER	SIGNATURE	DATE (MM/DD/YYYY)

STATEMENT OF INTENT - PART 2

PLEASE ANSWER THE THREE (3) QUESTIONS ON THIS FORM OR IN A SEPARATE SIGNED LETTER (continued on back)

1. Reasons for submitting this appeal.

2. What circumstances led to your academic difficulty?

3. What steps do you plan to take to ensure your academic success?

REGISTRAR'S OFFICE USE ONLY

Comments:

GRANTED DENIED

ASSOCIATE REGISTRAR'S SIGNATURE

DATE (MM/DD/YYYY)